

# 19. Journals on CD-ROM, DVD, or Disk

## **A. Journal Articles on CD-ROM, DVD, or Disk**

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

## **B. Journal Titles on CD-ROM, DVD, or Disk**

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

### **See also:**

Chapter 1 Journals

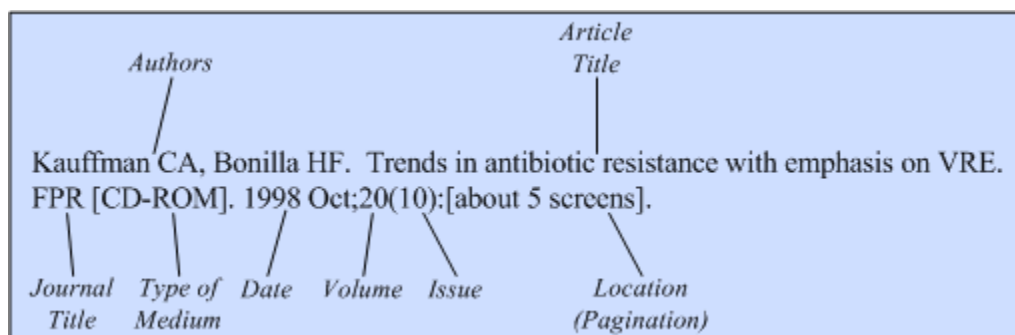
Chapter 11A Forthcoming Journal Articles

Chapter 16 Journals in Audiovisual Formats

Chapter 23 Journals on the Internet

## A. Sample Citation and Introduction to Citing Journal Articles on CD-ROM, DVD, or Disk

The general format for a reference to a journal article on CD-ROM, DVD, or disk, including punctuation:



**Illustration of the general format for a reference to a journal article on CD-ROM, DVD, or disk.**

Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

A journal article on CD-ROM, DVD, or disk is cited similar to articles in print, but with these exceptions:

- Place the type of medium (CD-ROM, DVD, disk) in square brackets after the journal title.
- While traditional page numbers are present on some journals, they are often absent. Calculate the extent of the article using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated extent with the word about and place extent information in square brackets, such as [about 3 screens].
- Add physical description such as size of the CD-ROM, DVD, or disk on which the article is found after the location (pagination) if desired.
- Include system requirements such as the names and versions of any required software as a note if desired.
- Cite the version you saw. If you viewed an article on CD-ROM, DVD, or disk, do not cite it as if it were a print article.

The source for authoritative information for articles on CD-ROM, DVD, or disk is, in the following order: the opening screens; the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and any accompanying text.

Many journal titles published on CD-ROM, DVD, or disk either ceased publication with the increasing popularity of the Internet or converted to Internet format, although some Internet titles produce an annual accumulation on CD-ROM or DVD. The examples below focus on the parts of a citation specific to the media represented. See Chapter 1A Journal Articles for further details of parts of a citation.

This chapter includes citation rules for entire journal articles on CD-ROM, DVD, or disk. For citing parts of these articles, combine the guidelines presented in this chapter with those in Chapter 1B Parts of Journal Articles. See also example 18 below.

Continue to Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk.

## Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk

---

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)

### Author for Journal Articles on CD-ROM, DVD, or Disk (required)

#### General Rules for Author:

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

#### Specific Rules for Author:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names appearing in non-roman alphabets, such as Cyrillic, Greek, Arabic, and Hebrew, or character-based languages (Chinese, Japanese, Korean)
- Organizations as author
- No author can be found
- Options for author names

#### Examples for Author:

1. Standard journal article on CD-ROM, DVD, or disk
2. Journal article on CD-ROM, DVD, or disk with optional full names for authors

### Author Affiliation for Journal Articles on CD-ROM, DVD, or Disk (optional)

#### General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country

- Use commas to separate parts of the affiliation
- Place parentheses around the affiliation, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

### **Specific Rules for Author Affiliation:**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

### **Examples for Author Affiliation:**

3. Journal article on CD-ROM, DVD, or disk with author affiliation

## **Article Title for Journal Articles on CD-ROM, DVD, or Disk (required)**

### **General Rules for Article Title:**

- Enter the title of an article as it appears on the opening screens, the jewel case (carrying case), or in accompanying text
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

### **Specific Rules for Article Title:**

- Article titles not in English
- Translated article titles ending in punctuation other than a period
- Article titles in more than one language
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

### **Examples for Article Title:**

4. Journal article on CD-ROM, DVD, or disk not in English
5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title

## **Article Type for Journal Articles on CD-ROM, DVD, or Disk (optional)**

### **General Rules for Article Type:**

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article

- Place [abstract] or [letter] after the article title
- Follow the bracketed article type with a period, placed outside the closing bracket

### **Specific Rules for Article Type:**

- Article titles ending in punctuation other than a period
- Article titles not in English

## **Journal Title for Journal Articles on CD-ROM, DVD, or Disk (required)**

### **General Rules for Journal Title:**

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a space

### **Specific Rules for Journal Title:**

- Abbreviation rules for journal titles
- Journal titles not in English
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

### **Examples for Journal Title:**

6. Journal title on CD-ROM, DVD, or disk with edition

## **Edition for Journal Articles on CD-ROM, DVD, or Disk (required)**

### **General Rules for Edition:**

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

### **Specific Rules for Edition:**

- Abbreviation rules for editions
- Non-English words for editions

### **Examples for Edition:**

6. Journal title on CD-ROM, DVD, or disk with edition

## Type of Medium for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Type of Medium:

- Indicate the type of medium (CD-ROM, DVD, or disk) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period. For example: [DVD].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 16A for journal articles in audiovisual formats and Chapter 23A for articles on the Internet

### Specific Rules for Type of Medium:

- Both an edition and a type of medium

### Examples for Type of Medium:

1. Standard journal article on CD-ROM, DVD, or disk

## Date of Publication for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Date of Publication:

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

### Specific Rules for Date of Publication:

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

### Examples for Date of Publication:

7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

## Volume Number for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Volume Number:

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow a volume number with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

### Specific Rules for Volume Number:

- Further divisions to volume other than issue

- Non-English names for volume
- No volume number present

### Examples for Volume Number:

8. Journal article on CD-ROM, DVD, or disk with volume but no issue
9. Journal article on CD-ROM, DVD, or disk with issue but no volume

## Issue Number for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Issue Number:

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

### Specific Rules for Issue Number:

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

### Examples for Issue Number:

8. Journal article on CD-ROM, DVD, or disk with volume but no issue
9. Journal article on CD-ROM, DVD, or disk with issue but no volume

## Location (Pagination) for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Location (Pagination):

- Give the inclusive page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- If there are no page numbers, calculate the extent of the article in the best means possible, i.e., number of paragraphs, screens, pages (see No numbers appear on the pages of the article below)
- End pagination information with a period
- See Chapter 23 for articles on the Internet

### Specific Rules for Location (Pagination):

- No numbers appear on the pages of the article
- Discontinuous page numbers

- Text such as a discussion, quiz, or author reply to a letter follows the article

### Examples for Location (Pagination):

10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers
11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens
12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages
13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs
14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name
15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

## Physical Description for Journal Articles on CD-ROM, DVD, or Disk (optional)

### General Rules for Physical Description:

- Give information on the physical characteristics of the CD-ROM, DVD, or disc on which the article is found.  
For example: 1 DVD: color, 4 3/4 in.

### Specific Rules for Physical Description:

- Language for describing physical characteristics

### Examples for Physical Description:

16. Journal article on CD-ROM, DVD, or disk with physical description

## Language for Journal Articles on CD-ROM, DVD, or Disk (required)

### General Rules for Language:

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

### Specific Rules for Language:

- Articles appearing in more than one language

### Examples for Language:

4. Journal article on CD-ROM, DVD, or disk not in English

## Notes for Journal Articles on CD-ROM, DVD, or Disk (optional)

### General Rules for Notes:

- Notes is a term for any type of information given after the citation itself
- Complete sentences are not required
- Be brief

### Specific Rules for Notes:

- System requirements



- Other types of material to include in notes

### **Examples for Notes:**

17. Journal article on CD-ROM, DVD, or disk with note

## Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

### 1. Standard journal article on CD-ROM, DVD, or disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

### 2. Journal article on CD-ROM, DVD, or disk with optional full names for authors

Kauffman, Carol A.; Bonilla, Hector F. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

### 3. Journal article on CD-ROM, DVD, or disk with author affiliation

Kauffman CA (Veterans Affairs Medical Center, Ann Arbor, MI), Bonilla HF (Louisiana State University, Bogalusa, LA). Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

Enders D (Institut für Organische Chemie, Technische Hochschule Aachen, Aachen, Germany. Enders@RWTH-Aachen.de), Gielen H, Breuer K. Immobilized triazolium salts as precursors to chiral carbenes: rhodium-catalyzed asymmetric hydrosilylation as a first test reaction. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(7):105-8.

### 4. Journal article on CD-ROM, DVD, or disk not in English

Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

*with optional original language included*

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

### 5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of  $\alpha_{s1}$ - and  $\beta$ - caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

*may become*

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of  $\alpha(s1)$ - and  $\beta$ - caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

### 6. Journal title on CD-ROM, DVD, or disk with edition

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6.

## 7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

## 8. Journal article on CD-ROM, DVD, or disk with volume but no issue

Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

## 9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2):[about 5 p.].

## 10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers

Sforcin JM, Novelli EL, Funari SR. Seasonal effect of Brazilian protocols on seric biochemical variations. J Venom Anim Toxins [CD-ROM]. 2002;8(2):244-54.

## 11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens].

## 12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

## 13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. Prime Pract [CD-ROM]. 1996;2(3):[12 paragraphs].

## 14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name

Pick A, Chiuso L, Cavallo GP, Margarita E. Prognostic value of AgNORs in tumor pathology. EJPathol [disk]. 1997 Mar;3(1):[971-06.txt]. 1 computer disk: 3 1/2 in.

## 15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

Heald B, Moran B. Total mesorectal excision for low rectal cancer. Real Surg [DVD]. 2004;1(6):[1 DVD].

## 16. Journal article on CD-ROM, DVD, or disk with physical description

Sforzin JM, Novelli EL, Funari SR. Seasonal effect of Brazilian protocols on seric biochemical variations. *J Venom Anim Toxins* [CD-ROM]. 2002;8(2):244-54. 1 CD-ROM: color, 4 3/4 in.

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. *EJPathol* [disk]. 1999 Jul-Sep;5(3):[about 15 p.]. 1 computer disk: 3 1/2 in.

## 17. Journal article on CD-ROM, DVD, or disk with note

Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. *Mol Online* (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100% compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. *Prime Pract* [CD-ROM]. 1996;2(3):[12 paragraphs]. Located at: National Library of Medicine, Bethesda, MD; W1 PR523C.

## 18. Part of a journal article on CD-ROM, DVD, or disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. *FPR* [CD-ROM]. 1998 Oct;20(10):[about 5 screens]. Table 1, Risk factors for VRE colonization and infection; [1 screen].

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. *Nucl Acids Res* (Electron Ed) [CD-ROM]. 1995;23(12):2092-6. Table 2, Rates of substrate dissociation ( $k_{-1}$ ) for different substrates of HH; p. 2095.

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. *Real Surg* [DVD]. 2004 May;1(5):[35 min.]. Scene 3, Posterior mobilization of the pancreatic head; [7 min.].

Fourman S. The office eye exam in family medicine. *FPR* [CD-ROM]. 1996 Feb;18(2):[about 9 screens]. Figure 9, Important ophthalmoscopic findings in the patient with diabetic retinopathy are retinal hemorrhage and pallor of the optic nerve and retina; [about 1 screen].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. *EJPathol* [disk]. 1999 Jul-Sep;5(3):[about 15 p.]. Figure, Summary of contrast measurements of all immunohistochemical methods; [993-031.pcx].

## B. Sample Citation and Introduction to Citing Entire Journal Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire journal title on CD-ROM, DVD, or disk, including punctuation:

- for a journal continuing to be published:

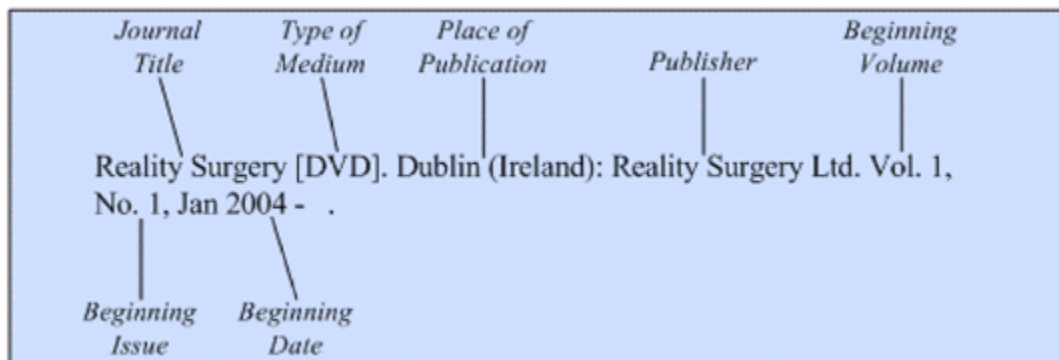


Illustration of the general format for a reference to an entire journal title on CD-ROM, DVD, or disk for a journal continuing to be published.

- for a journal that has ceased publication:

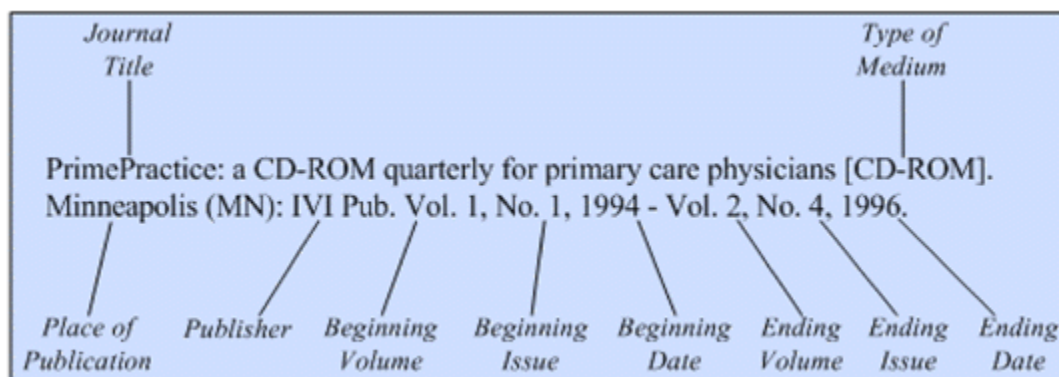


Illustration of the general format for a reference to an entire journal title on CD-ROM, DVD, or disk for a journal that has ceased publication.

Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

Although electronic journals differ radically in physical form from print journals, the basic rules for citing them are the same. The major difference is the required addition of the type of medium (CD-ROM, DVD, or disk) in square brackets following the journal title. Use the opening screen(s), the face of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citation.

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal ceased publication, as in example two, separate beginning and ending volume and date information with a hyphen with a space.

The authoritative source for information to use in a citation for a journal title is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

It is important to cite the journal name that was used at the time of publication. For example, EJPathol changed title to Electronic Journal of Pathology and Histology in 2000.

EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Continued by: Electronic Journal of Pathology and Histology.

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, Mar 2000 -- ..  
Continues: EJPathol.

It is not correct to cite this journal as:

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 1, No., Mar 1995 - ..

Continue to Citation Rules with Examples for Entire Journal Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk.

## Citation Rules with Examples for Journal Titles on CD-ROM, DVD, or Disk

---

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Journal Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

### Journal Title on CD-ROM, DVD, or disk (required)

#### General Rules for Journal Title:

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use the capitalization and punctuation found in the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation whenever possible; place the translation in square brackets
- End the journal title with a space

#### Specific Rules for Journal Title:

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

#### Examples for Journal Title:

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published
2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication
3. Journal title on CD-ROM, DVD, or disk with subtitle
4. Journal title on CD-ROM, DVD, or disk not in English
5. Journal title on CD-ROM, DVD, or disk not in English with optional translation
6. Journal title on CD-ROM, DVD, or disk published in two equal languages
7. Journal title on CD-ROM, DVD, or disk published in multiple languages
8. Journal title on CD-ROM, DVD, or disk with edition

### Edition for Journal Title on CD-ROM, DVD, or disk (required)

#### General Rules for Edition:

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

### Specific Rules for Edition:

- Non-English names for editions

### Examples for Edition:

8. Journal title on CD-ROM, DVD, or disk with edition

## Type of Medium for Journal Title on CD-ROM, DVD, or disk (required)

### General Rules for Type of Medium:

- Indicate the type of medium (CD-ROM, DVD, or disk) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as [DVD]
- End medium information with a period, placed outside the closing bracket
- See Chapter 16B for journal titles in audiovisual formats and Chapter 23B for titles on the Internet

### Examples for Type of Medium:

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published
2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

## Editor for Journal Title on CD-ROM, DVD, or disk (optional)

### General Rules for Editor:

- Give the name of the current (or last) editor
- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

### Specific Rules for Editor:

- Names not in English

### Examples for Editor:

9. Journal title on CD-ROM, DVD, or disk with editor named

## Place of Publication for Journal Title on CD-ROM, DVD, or disk (required)

### General Rules for Place of Publication:

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- End place information with a colon



### **Specific Rules for Place of Publication:**

- Non-US cities
- Multiple places of publication
- No place of publication can be found

### **Examples for Place of Publication:**

10. Journal title on CD-ROM, DVD, or disk with well-known place of publication
11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication

## **Publisher for Journal Title on CD-ROM, DVD, or disk (required)**

### **General Rules for Publisher:**

- Give the name of the publisher as it appears in the journal, using the capitalization and punctuation found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

### **Specific Rules for Publisher:**

- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

### **Examples for Publisher:**

12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part
13. Journal title on CD-ROM, DVD, or disk with unknown publisher

## **Volume Number for Journal Title on CD-ROM, DVD, or disk (required)**

### **General Rules for Volume Number:**

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow a volume number with a comma

### **Specific Rules for Volume Number:**

- Non-English names for volume
- No volume number present

### **Examples for Volume Number:**

14. Journal title on CD-ROM, DVD, or disk with volume and number
15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

## **Issue Number for Journal Title on CD-ROM, DVD, or disk (required)**

### **General Rules for Issue Number:**

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

### **Specific Rules for Issue Number:**

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

### **Examples for Issue Number:**

14. Journal title on CD-ROM, DVD, or disk with volume and number

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

## **Date of Publication for Journal Title on CD-ROM, DVD, or disk (required)**

### **General Rules for Date of Publication:**

- Include the month and year the journal began publishing, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan

### **If the journal is still being published-**

- End beginning date information with a hyphen, three spaces, and a period

### **If the journal ceased publication -**

- End beginning date information with a space, a hyphen and a space
- Enter closing volume and issue information followed by a comma and the closing month and year
- End closing date information with a period

### **Specific Rules for Date of Publication:**

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

### Examples for Date of Publication:

18. Journal title on CD-ROM, DVD, or disk with months in date
19. Journal title on CD-ROM, DVD, or disk with multiple months included in date
20. Journal title on CD-ROM, DVD, or disk with season in date

### Physical Description for Journal Title on CD-ROM, DVD, or disk (optional)

#### General Rules for Physical Description:

- Enter the medium on which the journal title is issued, in plural form, followed by a colon and a space. Example: DVDs:
- Give the physical characteristics of the CD-ROM, DVD, or disc, such as color and size. For example: DVDs: color, 4 3/4 in.

#### Specific Rules for Physical Description:

- Language for describing physical characteristics

#### Examples for Physical Description:

21. Journal title on CD-ROM, DVD, or disk with physical description

### Language for Journal Title on CD-ROM, DVD, or disk (required)

#### General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

#### Specific Rules for Language:

- Journals appearing in more than one language

#### Examples for Language:

4. Journal title on CD-ROM, DVD, or disk not in English
5. Journal title on CD-ROM, DVD, or disk not in English with optional translation
6. Journal title on CD-ROM, DVD, or disk published in two equal languages
7. Journal title on CD-ROM, DVD, or disk published in multiple languages

### Notes for Journal Title on CD-ROM, DVD, or disk (optional)

#### General Rules for Notes:

- Notes is a term for any type of information about the journal
- If the journal was previously published under another title, provide the name preceded by "Continues: ", such as Continues: EJPathol.
- If the journal continues under another title, provide the name preceded by "Continued by: ", such as Continued by: Electronic Journal of Pathology and Histology.

**Specific Rules for Notes:**

- Types of material to include in notes

**Examples for Notes:**

22. Journal title on CD-ROM, DVD, or disk with system requirements provided
23. Journal title on CD-ROM, DVD, or disk previously published under another name
24. Journal title on CD-ROM, DVD, or disk continuing under another name
25. Journal title on CD-ROM, DVD, or disk with note on Internet availability
26. Journal title on CD-ROM, DVD, or disk with sponsorship note
27. Journal title on CD-ROM, DVD, or disk with frequency of publication note
28. Journal title on CD-ROM, DVD, or disk with ISSN note
29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located
30. Journal title on CD-ROM, DVD, or disk with examples of other notes

## Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

---

### 1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

AMIA Annual Symposium Proceedings [CD-ROM]. Bethesda (MD): American Medical Informatics Association. 2003 - .

### 2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

PrimePractice: a CD-ROM quarterly for primary care physicians [CD-ROM]. Minneapolis (MN): IVI Pub. Vol. 1, No. 1, 1994 - Vol. 2, No. 4, 1996.

Discotest [disk]. New York: Scientific American Medicine. No. 47, 1985 - No. 152, 1997.

Health Care Cost Analyzer [disk]. Lexington (MA): DRI/McGraw-Hill. 1987-1992.

### 3. Journal title on CD-ROM, DVD, or disk with subtitle

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 - .

### 4. Journal title on CD-ROM, DVD, or disk not in English

Atti della Societa Italiana delle Scienze Veterinarie [CD-ROM]. Grado (Italy): Societa Italiana delle Scienze Veterinarie. Vol. 58, 2004 - . Italian.

### 5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

Atti della Societa Italiana delle Scienze Veterinarie [Acts of the Italian Society for Veterinary Science] [CD-ROM]. Grado (Italy): Societa Italiana delle Scienze Veterinarie. Vol. 58, 2004 - . Italian.

### 6. Journal title on CD-ROM, DVD, or disk published in two equal languages

Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 - . Dutch, English.

### 7. Journal title on CD-ROM, DVD, or disk published in multiple languages

Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

### 8. Journal title on CD-ROM, DVD, or disk with edition

Nucleic Acids Research (Electronic Edition) [CD-ROM]. Oxford (UK): Oxford University Press. Vol. 21, No. 1, Jan 1993 - .

## 9. Journal title on CD-ROM, DVD, or disk with editor named

Molecules Online (CD-ROM Edition) [CD-ROM]. Stephen Hanessian, editor. Berlin: Springer-Verlag. Vol. 1, 1996 - Vol. 3, 1999.

## 10. Journal title on CD-ROM, DVD, or disk with well-known place of publication

Journal of Bacteriology [CD-ROM]. Washington: American Society for Microbiology. Vol. 174, 1992 - .

## 11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication

The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - .

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 - .

## 12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

## 13. Journal title on CD-ROM, DVD, or disk with unknown publisher

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

## 14. Journal title on CD-ROM, DVD, or disk with volume and number

Primary Care Medicine on CD [CD-ROM]. Philadelphia: Lippincott-Raven. Vol. 1, No. 1, 1997 - Vol. 3, No. 4, 1999.

## 15. Journal title on CD-ROM, DVD, or disk with volume, but no number

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 - .

## 16. Journal title on CD-ROM, DVD, or disk with number, but no volume

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

## 17. Journal title on CD-ROM, DVD, or disk without volume or number

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 - .

Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991.

Clinical Pharmacology [CD-ROM]. Gainesville (FL): Gold Standard Multimedia. Version 1.1, 1994 - .

## 18. Journal title on CD-ROM, DVD, or disk with months in date

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

Ethics Index: an Interdisciplinary Resource of Journal and Essay Information in the Field of Ethics [CD-ROM]. Evanston (IL): American Theological Library Association. Feb 1994 - .

### 19. Journal title on CD-ROM, DVD, or disk with multiple months included in date

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996.

### 20. Journal title on CD-ROM, DVD, or disk with season in date

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991.

### 21. Journal title on CD-ROM, DVD, or disk with physical description

Primary Care Medicine on CD [CD-ROM]. Philadelphia: Lippincott-Raven. Vol. 1, No. 1, 1997 - Vol. 3, No. 4, 1999. CD-ROMs: 4 3/4 in.

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in.

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - . DVDs: color, 4 3/4 in.

### 22. Journal title on CD-ROM, DVD, or disk with system requirements provided

The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Computer disks: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard or SuperCard software.

### 23. Journal title on CD-ROM, DVD, or disk previously published under another name

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, No. 1, Mar 2000 - . Continues: EJPathol.

### 24. Journal title on CD-ROM, DVD, or disk continuing under another name

EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Computer disks: 3 1/2 in. Continued by: Electronic Journal of Pathology and Histology.

The Journal of Venomous Animals and Toxins [disk]. Botucatu (Brazil): Center for the Study of Venoms and Venomous Animals. Vol. 1, No. 1, 1995 - Vol. 8, 2002. Computer disks: 3 1/2 in. Continued by: Journal of Venomous Animals and Toxins Including Tropical Diseases.

### 25. Journal title on CD-ROM, DVD, or disk with note on Internet availability

Health Indicators [CD-ROM]. Ottawa (ON): Canadian Institute for Health Information. Vol. 2000, No. 1, Dec 2000 - . Also available on the Internet: <http://www.statcan.ca/english/freepub/82-221-XIE/free.htm>

### 26. Journal title on CD-ROM, DVD, or disk with sponsorship note

Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991. Computer disks: 5 1/4 in. Sponsored by the American College of Physicians and Massachusetts General Hospital.

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. **Sponsored by the American College of Obstetricians and Gynecologists.** Also called ACOG Interactions.

## 27. Journal title on CD-ROM, DVD, or disk with frequency of publication note

RNdex Professional [CD-ROM]. Pasadena (CA): Information Resources Group. Vol. 1, No. 1, 1996 - . **3 per year.**

Journal of Bacteriology [CD-ROM]. Washington: American Society for Microbiology. Vol. 174, 1992 - . **Annual.**

## 28. Journal title on CD-ROM, DVD, or disk with ISSN note

Computer Select [CD-ROM]. New York: Ziff Communications. Feb 1991 - . **ISSN: 1062-8509.**

## 29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in. **Located at: National Library of Medicine, Bethesda, MD; W1 CY343.**

## 30. Journal title on CD-ROM, DVD, or disk with examples of other notes

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. **Also called ACOG Interactions.**

### Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens within surnames.

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'.

Alan D. O'Brien *becomes* O'Brien AD

Jacques O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation within surnames.

Charles A. St. James *becomes* St James CA

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author



## Box 2: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears.

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the article whether a surname is a compound or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

### Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

### Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Katherine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Kristine Eberhard *becomes* Eberhard K

Captain R. C. Williams *becomes* Willaims RC

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 6: Names appearing in non-roman alphabets, such as Cyrillic, Greek, Arabic, and Hebrew, or character-based languages, such as Chinese and Japanese:

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 7: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation, placed in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation, placed in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 8: No author can be found:

- If no person or organization can be found as the author but editors or translators are given, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 9: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization(s) appear on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author

## Box 10: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

Acad. for Academy  
Assoc. for Association  
Co. for Company  
Coll. for College  
Corp. for Corporation  
Dept. for Department  
Div. for Division  
Inst. for Institute or Institution  
Soc. for Society  
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author Affiliation

## Box 11: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

Enders D (Institut für Organische Chemie, Technische Hochschule Aachen, Aachen, Germany. Enders@RWTH-Aachen.de),  
Gielen H, Breuer K. Immobilized triazolium salts as precursors to chiral carbenes: rhodium-catalyzed asymmetric hydrosilylation  
as a first test reaction. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(7):105-8.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author Affiliation

## Box 12: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US
- For non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
- Place the affiliation in parentheses

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author Affiliation

### Box 13: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Author Affiliation

### Box 14: Article titles not in English:

- Translate article titles not in English. Place all translated titles within square brackets. Indicate the particular language after the pagination.

Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58: [about 4 screens]. Italian.

- Whenever possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title



## Box 15: Translated article titles ending in punctuation other than a period:

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with the closing period outside the right bracket.

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it in square brackets and end title information with a period.

Minvielle E. [Quality criteria in medicine: which limits?].

or

Minvielle E. Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title

## Box 16: Article titles in more than one language:

- If an article is written in English as well as other languages, give the English language version of the article title and list all languages of publication after the pagination, separated by commas
- If an article is written in more than one language and none of them is English, translate the title into English and place the translation in square brackets. List all languages of publication after the pagination and separate them by commas.
- As an option, if an article title is presented in two or more languages, as often occurs in Canadian publications, give all titles in the order they are given in the text, with an equals sign between them. List the particular languages, separated by commas, after the pagination.

Prise en charge des thrombocytopénies induites par l'héparine = Management of heparin-induced thrombocytopenia.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title

## Box 17: Article titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

von Willebrand factor standards for plasma and concentrate testing.

p53 and its downstream proteins as molecular targets of cancer.

1,3-dimethylisoguanine.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of  $\gamma$ -radiation.

*May become*

Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of  $\alpha_{s1}$ - and  $\beta$ -caseins from ass's milk]. *Atti Soc Ital Sci Vet* [CD-ROM]. 2004;58:[about 4 screens]. Italian.

*May become*

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of alpha(s1)- and beta- caseins from ass's milk]. *Atti Soc Ital Sci Vet* [CD-ROM]. 2004;58:[about 4 screens]. Italian.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title

## Box 18: Article titles with headers:

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page or screen to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title

## Box 19: No article title can be found:

- Occasionally a publication does not appear to have any title; the article or other short document simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Title

## Box 20: Articles titles ending in punctuation other than a period:

- Most journal article titles end in a period. If there is an article type, place [letter] or [abstract] inside the period.  
Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract].  
Eosinophilic pneumonia and arthritis [letter].
- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period  
Bravo pH monitoring: should we exclude the first 6 hours? [abstract].  
Moles, weights and potencies: freedom of expression! [letter].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Type

## Box 21: Article titles not in English:

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. If there is an article type, put (letter) or (abstract) within the square brackets.  
[Study of nasal permeability in patients with operated unilateral clefts (letter)].
- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.  
[Eat less, exercise more! (letter)].
- When the original language and a translation are provided, place [letter] or [abstract] after the translation and end title information with a period  
Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Article Type

## Box 22: Abbreviation rules for journal titles:

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

The Journal of Bacteriology *becomes* J Bacteriol

Atti della Societa Italiana delle Scienze Veterinarie *becomes* Atti Soc Ital Sci Vet

- A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:

- the *List of Journals Indexed for MEDLINE* [<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
- the PubMed Journals Database
- Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese, Japanese, and Korean

Molecules *remains* Molecules

Kansenshogaku Zasshi. *remains* Kansenshogaku Zasshi

- Do not include journal subtitles as part of the abbreviated title

Action Against Infection: a Newsletter for WHO and its Partners *becomes* Action Infect

- Omit any punctuation found within a title

Bio-psychiatry CD-ROM *becomes* Biopsychiatry CDROM

Faulkner & Gray's Practice Guidelines *becomes* Faulkner Gray Pract Guidel

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.
- See also *Construction of National Library of Medicine Title Abbreviations* [<http://www.nlm.nih.gov/pubs/factsheets/constructtitle.html>]

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Journal Title

## Box 23: Journal titles not in English:

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviation
- Indicate the language of the article after the pagination.

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. *Atti Soc Ital Sci Vet* [CD-ROM]. 2004;58:[about 4 screens]. Italian.

- For a journal title in a non-roman alphabet:
- Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, or Hebrew. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.
  - Romanize titles in a character-based language (Chinese, Japanese, Korean). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination. [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]
  - A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Journal Title

## Box 24: Single word journal titles:

- Do not abbreviate journal titles consisting of a single word, regardless of language.

Molecules *remains* Molecules

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Journal Title

## Box 25: Journals appearing in different editions:

- If a journal is published in more than one edition, include the edition information after the title
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.
- Separate the edition from the title by a space and place it by parentheses
- End edition information with a space, followed by the type of medium in square brackets and a period.

*Example:*

Nucleic Acids Research. Electronic Edition. *becomes* Nucleic Acids Res (Electron Ed) [CD-ROM].

- See the Abbreviation rules for editions for more information

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Journal Title

## Box 26: Options for journal titles:

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

Adv Common Jt Probl *may become* Adv. Common Jt. Probl.

- The title may be written out in full

Advances in Common Joint Problems.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Journal Title

## Box 27: Abbreviation rules for editions:

- Because an edition is considered a part of the title in journals, use the same rules for abbreviating the words in an edition statement as for the words in journal titles
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - the *List of Journals Indexed for MEDLINE* [<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
  - the PubMed Journals Database
  - Appendix B for non-NLM sources
- End edition information with a space, followed by the type of medium in square brackets and a period

*Example:*

Nucleic Acids Research. Electronic Edition. *becomes* Nucleic Acids Res (Electron Ed) [CD-ROM].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Edition

## Box 28: Non-English names for editions:

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
    - Give the name in the original language
    - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.
- [Sources for word abbreviations are: the *List of Journals Indexed for MEDLINE* [<ftp://nlpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]; the PubMed Journals Database; and Appendix B for non-NLM sources.]
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Separate the edition from the title by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all the journal title information with a period

Example:

Farmaco. Edizione Practica becomes Farmaco (Ed Pract)

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples: ĉ or ĉ becomes c

- Separate the edition from the title proper by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all journal title information with a period

Example:

Pharmakeutikon Deltion. Epistemonike Ekdosis. becomes Pharm Delt (Epistem Ekd)

- For an edition statement in a character-based language such as Chinese, Japanese, and Korean:
  - Transliterate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ö becomes o

ü becomes u

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with a period

*Example:*

Fang She Hsueh Shi Jian. Zhong Wen Ban. becomes Fang She Hsueh Shi Jian (Zhong Wen Ban)

- It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

J Jinan Univ (Nat Sci Med Ed)

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanie	Izd
Spanish	edicion	Ed
Swedish	upplaga	n.a.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Edition

## Box 29: Both an edition and a type of medium:

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Type of Medium



### Box 30: Further divisions to a date other than volume or issue:

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	Supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	Prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found

Suppl 2

Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon
- Place parts only in parentheses
- End with a colon

*Examples:*

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt A):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

### Box 31: Multiple years, months, or days of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

2005 Feb 1-7

2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

### Box 32: Non-English names for months:

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them

*For example:*

mayo = May

luty = Feb

brezen = Mar

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

### Box 33: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

### Box 34: No volume or issue following the date:

- If no volume or issue can be found in a journal, follow the year (and month or season if present) with a colon and the pagination.

2000:146-9.

2004 Jan:[about 10 p.].

2005 Winter:[about 6 screens].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

### Box 35: Options for dates:

It is not NLM practice, but the following are acceptable options:

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.
- The date of publication may follow the author names in the list of references when the name-year system of in-text references is used
  - Use the year of publication only
  - Enter the year after the last named author (or the title and type of medium if there are no authors), followed by a period
  - Place the volume number after the type of medium

*NLM citation:*

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. *EJPathol* [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

*Name-year system citation:*

Preusse S, Schmitt O. 1999. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. *EJPathol* [disk]. 5(3):[about 15 p.].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Date of Publication

## Box 36: Further divisions to a volume other than issue:

A volume will occasionally have a subdivision such as a supplement, part, or special number.

- Abbreviate the names for such subdivisions:

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Place them after the volume number. For example:

- *volume with supplement*

2005;15 Suppl:

2005 Mar;87 Suppl:

- *volume with part*

2004;66(Pt 2):

2004 Dec;124(Pt A):

- *volume with special number*

2003;6 Spec No:

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B
- See Chapter 1A Journal Articles for further detail

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Volume Number

### Box 37: Non-English names for volume:

- To help locate volumes, see the following list of non-English words and abbreviations for volume in a variety of languages:

aarg. aargang année anno año årg. årgang band bd. bind

évf. évfolyam g. god god. godina godište jaarg. jaargan

g jahrg. jahrgang köt. kötét r. ročník rocznik rok sv. svazek

svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Volume Number

### Box 38: No volume number present:

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.

Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2):[about 5 p.].

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the date of publication with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

- date with a supplement

2004;Suppl:

2004;Suppl 2:

2004;Suppl A:

2004 Winter;Suppl:

- date with a part

2005;(Pt 3):

2005 Sep;(Pt 2):

- date with a special number

2003;Spec No:

2003;Spec No 2:

2003 Jun;Spec No:

- If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) of the article

2004:34-7.

2005 Jun:[about 6 screens].

2001 Summer:[about 10 p.].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Volume Number

## Box 39: Further divisions to an issue:

An issue will occasionally have a subdivision such as a supplement, part, or special number.

- Capitalize and abbreviate them:

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Place them after the issue, within the parentheses. For example:

- *issue with supplement*

2005;15(1 Suppl):

2005;(12 Suppl A):

2005 Mar;87(3 Suppl):

- *issue with part*

2004;66(1 Pt 2):

2004 Dec;124(Pt A):

- *issue with special number*

2003;6(2 Spec No):

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozhenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B
- See Chapter 1A Journal Articles for further detail

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Issue Number

### Box 40: Non-English names for issues:

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):

čís. číslo fasc. fascicle fascicule fasciculus heft knižka  
no. nommernr. numer número nummer sveska sz. szám  
vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Issue Number

### Box 41: No volume number present:

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses.

Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2):[about 5 p.].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Issue Number

### Box 42: No issue number present:

- If no issue number is found, follow the volume number with a colon and the location (pagination)

61:155-88.

3:[about 7 p.].

- If no issue or volume is found, follow date information with a colon and the location (pagination)

2005 Jan:26-8.

2004:[about 6 screens].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Issue Number

### Box 43: Options for issues:

- It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. Note, however, that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Issue Number

## Box 44: No numbers appear on the pages of the article:

- If only the item to be cited has no page numbers, try to identify the location in relation to numbered pages. For example: preceding p. 1 or following p. 503. Place such phrases in square brackets.

115(33):[preceding p. 55].

11(4):[following p. 54].

- When page numbers are absent, as often occurs with journal articles in electronic format, calculate the extent of the article using the best means possible and place it in square brackets, such as "[10 paragraphs]", "[about 6 screens]", and "[about 5 p.]" Of course screen size, font used, and printers vary greatly, but the purpose is to give the user of the citation an indication of the length of the item. Note that when the number is approximated, the word "about" is used before the length indicator. End location information or extent with a period.

### Examples:

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. Prime Pract [CD-ROM]. 1996;2(3):[12 paragraphs].

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Location

## Box 45: Discontinuous page numbers:

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space

:345-6, 348-9, 352.

:15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

:345-346, 348-349, 352, 355-357, 360, 362. *becomes* :345-6, 348-9, 352 passim.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Location

## Box 46: Text such as a discussion, quiz, or author reply to a letter follows the article:

- Begin with the location (pagination) of the article. Follow it by a semicolon and a space, then the name of the additional material and its pagination.

:145-54; discussion 155-6.

: [about 5 screens]; author reply [about 1 screen].

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Location



## Box 47: Language for describing physical characteristics:

- Follow the pagination with information on the number of physical pieces and the type of medium on which the article resides, such as 1 CD-ROM
- Enter a colon and a space, then enter information on the physical characteristics, such as color and size
- Separate types of information by commas

*Typical words used include:*

sound

color

black & white

4 3/4 in. (standard CD-ROM and DVD size)

3 1/2 in. (standard computer disk size)

5 1/4 in. (older computer disk size)

*Examples of complete physical description statements:*

1 DVD: sound, color, 4 3/4 in.

1 CD-ROM: color, 4 3/4 in.

1 computer disk: 3 1/2 in.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Physical Description

## Box 48: Articles appearing in more than one language:

- If an article is written in English as well as other languages:
  - Give the English language version of the article title
  - List all languages of publication after the pagination, separated by commas
  - End the list of languages with a period
- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - List all languages of publication after the pagination, separated by commas
  - End the list of languages with a period
- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented in the text
  - Separate them with an equals sign
  - List the languages after the pagination, separated by commas
  - End the list of languages with a period

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Language

## Box 49: System requirements:

Indicate system requirements needed to run the CD-ROM, DVD, or disk by describing the software and hardware needed to view the article.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information with a semicolon
- End requirement information with a period

*Example:*

Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100% compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Notes

## Box 50: Other types of material to include in notes:

The notes element may be used to provide any information that the compiler of the reference feels is useful.

- If the journal being cited is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number supplied by the library or archive.

Located at: National Library of Medicine, Bethesda, MD; W1 PR523C.

- If the journal article includes a printed guide or other handout, indicate this following the phrase "Accompanied by: "

Accompanied by: 1 workbook.

- If the article contains a review of the literature and this is not indicated in the title, provide the information

Review of the literature.

Return to 19. Journals on CD-ROM, DVD, Disk / A. Journal Articles on CD-ROM, DVD, Disk / Notes

## Box 51: Journal titles not in English:

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), give the name in the original language  
Atti della Societa Italiana delle Scienze Veterinarie [CD-ROM].

- For a journal title in a non-roman alphabet:

- Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, or Hebrew or in a character-based language (Chinese, Japanese, Korean)

Novosti Lucevoj Diagnostiki [CD-ROM].

Nihon Hokan Daitai Iryo Gakkai shi [disk].

[It is not NLM practice, but you may translate journal titles in character-based languages.]

Japanese Journal of Complementary and Alternative Medicine [disk].

- A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Atti della Societa Italiana delle Scienze Veterinarie [Acts of the Italian Society for Veterinary Science] [CD-ROM].

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Journal Title

## Box 52: Journals appearing in more than one language:

- For a journal title appearing in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the date of publication (and Physical Description, if provided)
  - End the list of languages with a period

*Example:*

Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 - . Dutch, English.

- For a journal title appearing in multiple languages:
  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)
  - End the list of languages with a period

*Example:*

Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Journal Title

## Box 53: Journals appearing in different editions:

If a journal is published in more than one edition:

- Capitalize all significant words in the edition statement
- Place the edition statement in parentheses
- Separate the edition statement from the title proper by a space
- End all title information with the type of medium of the journal, placed in square brackets, followed by a period

*Example:*

Nucleic Acids Research (Electronic Edition) [CD-ROM]. Oxford (UK): Oxford University Press. Vol. 21, No. 1, Jan 1993 - .

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Journal Title

## Box 54: Non-English names for editions:

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

- Give the edition statement in the original language
- Place the edition statement in parentheses
- Separate the edition statement from the title proper by a space
- End title and edition information with a space

*Example:*

Farmaco. Edizione Pratica. *becomes* Farmaco (Edizione Pratica)

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew or in a character-based language such as Chinese, Japanese, and Korean:

- Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
- Place the edition statement in parentheses
- Separate the edition statement from the title proper by a space
- End title and edition information with a space

*Examples:*

Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharmakeutikon Deltion (Epistemonike Ekdosis)

Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban)

- It is not NLM practice, but you may translate journal titles and their editions in a character-based language

Journal of Jinan University (Natural Science and Medicine Edition)

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	Oplag	n.a.
Dutch	Uitgave	Uitg
	Editie	Ed

Language	Word	Abbreviation
Finnish	Julkaisu	Julk
French	Edition	Ed
German	Ausgabe	Ausg
Greek	Ekdosis	Ekd
Italian	Edizione	Ed
Norwegian	Publikasjon	Pub
Portuguese	Edicao	Ed
Russian	Izdanie	Izd
Spanish	Edicion	Ed
Swedish	Upplaga	n.a.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Edition

## Box 55: Names not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication
- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

Iu. A. Iakontov

G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur editeur
German	redakteur

Language	Word for Editor
Italian	herausgeber
	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Editor

## Box 56: Non-US cities:

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva, when possible
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

Montreal (QC):

Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with the name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

*but*

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Place of Publication

## Box 57: Multiple places of publication:

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the others are not, use the US one

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Place of Publication

## Box 58: No place of publication can be found:

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets
- If no place of publication can be found or inferred, use the words "place unknown" in square brackets

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Place of Publication

## Box 59: Non-English publishers:

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo.

Lisbon: Imprensa Medica.

- Romanize names presented in Cyrillic, Greek, Arabic, Hebrew, and character-based languages (Chinese, Japanese, Korean)

Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names within square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press].

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Publisher



## Box 60: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  - National Cancer Institute (US).
  - National Society on Alcoholism and Drug Dependence (NZ).
  - Royal Society of Medicine Press Ltd. (GB).
  - Royal College of Physicians (AU), Paediatrics & Child Health Division.
- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.
  - Available from: US Government Printing Office, Washington, DC; HE 20.3013/2-4.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Publisher

## Box 61: Multiple publishers:

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Publisher

## Box 62: Joint publication:

- For those publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired, as "Jointly published by the Canadian Pharmacists Association"
- Do not list multiple publishers
- End publisher information with a period

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Publisher

## Box 63: No publisher can be found:

- If no publisher can be determined, use the words "publisher unknown" in square brackets

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Publisher

## Box 64: Non-English names for volume:

- Use only the English word for volume and abbreviate it to "Vol."
- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

aarg. aargang année anno año årg. årgang band bd. bind

évf. évfolyam g. god god. godina godišće jaarg. jaargan

g. jahrg. jahrgang kött. kötet r. ročník rocznik rok sv. svazek

svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Volume Number

## Box 65: No volume number present:

- If no volume number is present, follow the publisher with the issue number, preceded by No.

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 - .

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992 - 1998. English, French.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Volume Number

## Box 66: Non-English names for issue:

- Use only "number", the English word for issue, and abbreviate it to "No."
- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):

čís. číslo fasc. fascicle fascicule fasciculus heft knižka

no. nommernr. numer número nummer sveska sz. szám

vypusk zesz. zeszyt zošit

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Issue Number

## Box 67: No volume number present:

- If no volume number is present, follow the publisher with the issue number, preceded by No.

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 - .

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Issue Number

## Box 68: No issue number present:

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 - .

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 - .

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Issue Number

## Box 69: Options for issues:

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

or

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, Jan 2004 - .

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Issue Number

## Box 70: Multiple years, months, or days of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

Oct 1999-Mar 2000

Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen

Mar-Apr 2005

Dec 1999-Jan 2000

Feb 1-7, 2005

Jan 25-31, 2001

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

Spring-Summer 1994 - Fall-Winter 1995.

Spring 1987 - Fall-Winter 1990.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Date of Publication

## Box 71: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*

mayo = May

luty = Feb

brezen = Mar

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Date of Publication

## Box 72: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*Examples:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Spring-Summer 1994 - Fall-Winter 1995.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Date of Publication

## Box 73: Options for dates:

It is not NLM policy, but the following is an acceptable option:

- If both volume and issue numbers are present, you may omit the name of the months or seasons.

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

*or*

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, 2004 - .

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Date of Publication

## Box 74: Language for describing physical characteristics:

Physical description of a journal on CD-ROM, DVD, or disk is optional in a reference but may be included to provide useful information. For example, the size of a disk indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832:1994 - *Rules for the abbreviation of bibliographic terms* and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Give the type of medium on which the journal appears, in plural form, followed by a colon and a space. Examples: CD-ROMs: and DVDs:
- Include physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.
- Separate types of information by commas

*Typical words used include:*

sound

color

black & white

4 3/4 in. (standard CD-ROM and DVD size)

3 1/2 in. (standard computer disk size)

5 1/4 in. (older computer disk size)

*Examples of complete physical description statements:*

DVDs: sound, color, 4 3/4 in.

CD-ROMs: color, 4 3/4 in.

Computer disks: 3 1/2 in.

Computer disks: 5 1/4 in. and 3 1/2 in.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Physical Description

## Box 75: Journals appearing in more than one language:

- If a journal is published in multiple languages:
  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)
  - End the list of languages with a period

*Example:*

Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

- If a journal is published in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the date of publication (and Physical Description, if provided)
  - End the list of languages with a period

*Example:*

Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 - . Dutch, English.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Language

## Box 76: Types of material to include in notes:

The notes element may be used to provide any useful information. Begin by citing the journal title, then add the note. Some examples of notes are:

- The name under which a journal was previously published, preceded by "Continues: "
 

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, No. 1, Mar 2000 - . Continues: EJPathol.
- The name under which a journal continues to be published, preceded with "Continued by: "
 

EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Computer disks: 3 1/2 in. Continued by: Electronic Journal of Pathology and Histology.

The Journal of Venomous Animals and Toxins [disk]. Botucatu (Brazil): Center for the Study of Venoms and Venomous Animals. Vol. 1, No. 1, 1995 - Vol. 8, 2002. Computer disks: 3 1/2 in. Continued by: Journal of Venomous Animals and Toxins Including Tropical Diseases.
- The system requirements necessary to run the CD-ROM, DVD, or disk. Begin with the phrase "System Requirements" followed by a colon and a space.
 

The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Computer disks: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard or SuperCard software.
- Another format in which a journal is also available
 

Health Indicators [CD-ROM]. Ottawa (ON): Canadian Institute for Health Information. Vol. 2000, No. 1, Dec 2000 - . Also available on the Internet: <http://www.statcan.ca/english/freepub/82-221-XIE/free.htm>
- The sponsorship of the journal if the sponsor is not also the publisher
 

Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991. Computer disks: 5 1/4 in. Sponsored by the American College of Physicians and Massachusetts General Hospital.
- Frequency of publication of the journal
 

RNdex Professional [CD-ROM]. Pasadena (CA): Information Resources Group. Vol. 1, No. 1, 1996 - . 3 per year.
- The International Standard Serial Number (ISSN) of the journal
 

Computer Select [CD-ROM]. New York: Ziff Communications. Feb 1991 - . ISSN: 1062-8509.
- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at: "
 

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 CY343.
- Any other information that would be useful
 

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. Also called ACOG Interactions.

Return to 19. Journals on CD-ROM, DVD, Disk / B. Journal Titles on CD-ROM, DVD, Disk / Notes